

COOTES PARADISE ELEMENTARY SCHOOL

**This agenda
is the property of:**

Student Name / Room Number

Please return this agenda to the student or the school if found.

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Director of Education: Manny Figueiredo

Area Superintendent: Sue Dunlop

Ward One Trustee: Christine Bingham

COOTES PARADISE ELEMENTARY SCHOOL (CPES)

In September 2014, Prince Philip Elementary School and G.R. Allan Elementary School amalgamated to become Cootes Paradise Elementary School. Today, there are over 600 students enrolled at the new Cootes Paradise Elementary School. We offer programs in English from Junior Kindergarten through Grade 5, French Immersion from Grade 1 through Grade 5, and a Mandarin Transition program from Junior Kindergarten through Grade 5.

Mission Statement:

We empower students to learn and grow to their full potential in a diverse world

Commitment Statement:

We are committed to learning, equity, engagement and innovation

COMMUNICATION PROTOCOL

To promote communication, please use the following as a guideline:

If you have an issue that requires attention and it is to do with a classroom, please speak directly with the classroom teacher. If the issue is not resolved to your satisfaction within 2-3 days, please inform the office at which point we will work together, with the classroom teacher, to resolve the issue. If there is an issue that is a school-based concern, please contact an administrator to work with you on resolving the issue. The Office Staff is happy to direct your call/message to the appropriate CPES administrator. School (Parent) Council and Home and School chairs are also willing to work with parents to address parent concerns.

SCHOOL - HOME COMMUNICATION

www.hwdsb.on.ca/cootesparadise

@CParadise_HWDSB (Twitter)

Some staff send classroom newsletters or host class websites while others 'Tweet' or use an agenda to keep parents informed about curriculum and special events in the classroom.

Working together is what works!

Balanced Day Schedule ~ 2017 - 2018

8:45 - 9:00 - Playground Supervised
9:00 - 10:40 - Instructional Time
10:40 - 11:20 - Nutrition Break #1
11:20 - 1:20 - Instructional Time
1:20 - 2:00 - Nutrition Break #2
2:00 - 3:20 - Instruction Time
3:20 - 3:35 - Dismissal — Playground Supervised

COOTES PARADISE ELEMENTARY HOME AND SCHOOL AND SCHOOL COUNCIL

The school offers two active parent-run organizations. All are welcome to attend the meetings and take part in the discussions about school operations, fundraising and hear the principal's report. Parents have an opportunity, through these organizations, to become informed and to participate in activities and have a direct impact on children's achievement and well-being. Truly, together we are better. There will be more information available on the website early in September regarding meeting dates and times.

STUDENT SAFETY

As with all elementary schools, our primary concern is to ensure student safety. We have procedures we follow in order to coordinate with parents to provide appropriate care and safety for all students.

Playground supervision

The playground will be open and supervised from 8:45 a.m. to 9:00 a.m. as well as both Nutrition Breaks. Students must park their bikes, scooters or skateboards during this time. Bring a lock to secure your gear.

The entry bell will ring at 9:00 a.m. with a transition bell at 8:58 a.m.

At Nutrition Breaks, teachers are on duty to supervise students both inside the school and outside on the playground.

After student dismissal at the end of the day, 3:20 p.m., the playground will be open and supervised from 3:20 – 3:35 p.m. Bikes, scooters or skateboards must stay parked at this time.

School Safety Procedures

All visitors, including volunteers, are required to check in with one of our office administrators at the office, and sign in upon entry and sign out upon leaving. Children who arrive late will be admitted to class with a late slip. We ask that parents allow their children to walk to their classroom alone and leave by the front entry door to ensure that school staff are aware of who is in the building.

Arrival check Program

Attendance is checked daily in the morning and afternoon. An answering machine is on from 4:00 p.m. to 8:30 a.m. to record all attendance messages. We depend on our parents to call the school to report their child's absence. When a parent has not called, we resort to our emergency phone numbers. The issue is one of safety. Our system relies on our parents' cooperation. Please put your primary phone number as the one that you would like the school to call in the event of an emergency. Please note that an automated system called Synervoice is used and accesses your primary phone number when calling out.

When students are late, they must report to the office for a late slip. These are recorded at the office and are checked against the attendance sheets. Parents are reminded that late arrivals and absences are recorded on the child's report cards. We ask that parents allow their children to walk to their classroom alone and leave by the front entry door to ensure that school staff are aware of who is in the building.

When parents are late picking up children after school, we require that children come back into the school. Parents will be contacted then the emergency contacts if there is no parental response.

Out of School Appointments

If a child needs to be picked up during the school day, parents must check in at the office to sign out their child. A 'sign out' log is kept of all students who are dismissed early.

Illness

When a student becomes ill or injured at school, the student will be attended to. If deemed necessary, the parent or emergency contact person will be informed. In extreme situations, an ambulance will be called.

MEDICATION

All oral medications are handled through the office. A physician is required to complete an 'Authorization for Administration of Oral Prescription Medication' form. A confidential log is kept for each child who receives medication. Special arrangements are made for students with life-threatening allergies. It is the parent's responsibility to inform the school of any special needs their child may have. Children with allergies are expected to wear their epipen at all times. Please note that wearing the epipen acts as an identifier that a child is anaphylactic as it is difficult for staff / or occasional staff to recognize over 600 students.

CROSSING GUARDS

School crossing guards are on duty at school arrival and dismissal times. Crossing guards are located at King St. & Cline Ave. and Bond St. & Glen Rd.

Whistle Rule: 1 blast to stop traffic, 2 short blasts to cross.

The crossing guards are there to help ensure the safety of children, please respect and obey their directions.

PARKING

Please remember that the parking lot is for the use of staff only between 8:30 a.m. and 4:00 p.m.

Drop-off areas in 'No-Parking' zones along Cline, North side; Parkside Drive, West side; Glen Road, The South side is the school bus and taxi loading area. The School Bus and Taxi loading areas must be kept clear. By-law will ticket on occasion, so please obey the City of Hamilton signage when dropping-off or picking-up your child(ren). Please remember to turn off your ignition, as these are 'Idle Free' zones. Only School Board vehicles are permitted in the school playground.

TRANSPORTATION

Transportation at the HWDSB is provided by the HWSTS – please check the link below for Bus Delay Notices & for the Student Code of Conduct - http://www.hamiltonschoolbus.ca/public_v2/policy.aspx

PERSONAL ELECTRONIC DEVICE USE POLICY

Electronic devices are *not* permitted to be used during the instructional day unless supervised by school staff. Students are asked to leave devices at home, if it is necessary to bring a device to school, students do so at their own risk. Students are asked to store devices in a safe place and not access them during the instructional day. Assistive technology and the use of electronic devices for instructional purposes are permitted. Parents need to sign a Media Consent form before using HWDSB issued electronic devices at school.

EMERGENCY PROCEDURES

Inclement Weather

In the event of a school closure due to inclement weather or emergency, your child must know where you expect him/her to go.

Once children are at school, the HWDSB will try to not close the schools. However, it may happen that a severe storm moves into the area quickly, and the school may be instructed to dismiss children early. We would do this according to specific instructions that parents give to us. It is not possible to phone the families of more than 600 students, nor is it possible for parents to call through to the school. For this reason, please complete the Cootes Paradise Emergency School Closure Form for each child's teacher. In preparation for an emergency situation, parents should review these instructions with each child.

1. Establish the Plan.
2. Rehearse the Plan.
3. Keep a copy at home; send a copy to the teacher.
4. Make any changes to the plan in writing.

The plan addresses closures that occur DURING school hours. Sometimes, however, schools can be closed before normal hours. Please check <http://www.hwdsb.on.ca/schools/inclement-weather/> or call the HWDSB Hotline at 905-521-2535.

Emergency Evacuation of the school

In case of an emergency that necessitates the evacuation of the school (e.g. boiler failure, water main rupture, etc.); your child would be taken to either Temple Anshe Sholom (215 Cline Ave N) or Westdale Secondary School (700 Main St W). We would communicate with you via the local media, HWDSB.ON.CA or Synervoice call-out. Depending on the time of the day, we would either keep the children until dismissal time or we would send the children home. If we need to dismiss the students before the end of the day, we would dismiss the children according to instructions on the Cootes Paradise Emergency School Closure Form.

ANAPHYLACTIC MANAGEMENT

Plan from the Board policy:

“Anaphylaxis is a severe, life-threatening allergic reaction that could result from food consumption, bee stings, strenuous exercise, environmental factors, etc... the safety of anaphylactic students in a school setting depends on the co-operation of the entire school community in order to minimize the risk of exposure, and to ensure rapid response to emergency”

The parents / guardians within the school community have the responsibility to:

Comply with Board policy regarding allergen-safe schools

Support the principal and staff in education/communication to all students regarding the need for an allergen-safe environment.

Some of the students in our school have life-threatening allergens to all nut products and by-products. To ensure a safe environment for these children, we need everyone's cooperation to minimize the risk of exposure. Please do not send your child with ANY nut products. Please see Cootes Paradise Elementary School Life-Threatening Allergy Plan (included in the agenda).

COOTES PARADISE CODE OF CONDUCT

The code of conduct is meant to help students, staff, parents and guardians make Cootes Paradise Elementary School a safe and happy place for everyone to learn. Our Code of Conduct is based on the Ministry of Education's Safe Schools Policy and the Board of Education requirements for classroom behaviour, attendance, punctuality and achievement.

1. At Cootes Paradise, we use kind words in a kind way.
À Cootes Paradise, nous parlons gentiment.

2. At Cootes Paradise, we keep our hands and feet to ourselves.
À Cootes Paradise, nous gardons nos mains et nos pieds à nous-mêmes.
3. At Cootes Paradise, we accept others' differences and ideas.
À Cootes Paradise, nous acceptons les différences et les idées des autres.
4. At Cootes Paradise, we respect ourselves, each other and all belongings/property.
À Cootes Paradise, nous nous respectons, nous respectons les autres et les choses de tout le monde.
5. At Cootes Paradise, we are responsible for our choices and behaviour.
À Cootes Paradise, nous sommes responsables de nos décisions et nos actions.

Students have the right and responsibility to:

- Learn and help others to learn.
- Be safe and help others to be safe.
- Try to solve their problems by themselves.
- Ask for help when they need it.
- Be treated fairly and politely by all students and adults in the school.
- Treat all people and property with care and kindness.
- Respect everybody's differences.
- Arrive at school on time every day.

The adults' role is to:

- Ensure that students are safe.
- Provide students with structure, guidelines, consistency and supervision.
- Give students the opportunity to evaluate their own behaviour.
- Help students solve their own problems.
- Help students learn.
- Treat all students and adults in the school with fairness, kindness and respect.

Unacceptable Behaviours:

- Using words to hurt someone's feelings – by calling people names, swearing, putting others down, making fun of them, or teasing.
- Not co-operating with adults at the school and not following the rules.
- Threatening or frightening people by telling them they will hurt them.
- Hurting people in any way.
- Throwing snowballs, ice, rocks or anything else at other people.
- Breaking or damaging someone else's property.
- Taking someone else's property and not giving it back.
- Touching someone else's body parts.

Consequences:

- A conference with an adult to clarify rules, expectations, possible consequences and problem solving
- Removal of privileges such as recess
- A phone call to parents or guardians
- Detention
- Temporary withdrawal from school to spend the rest of the day at home
- Suspension from school can be up to 20 days
- Recommendation for expulsion
- Police contact
- School Records, information may be added to Ontario Student Record file

COOTES PARADISE DRESS CODE

- Students should dress casually and comfortably for school, while wearing clothing that is suited for a school environment.
- Clothing will cover torso, midriff, and backside.
- Clothing will have sleeves or straps.
- Clothing or accessories that display or promote negative messages are not permitted. Items include sexual, racial, obscene, violent, or offensive words, graphics or innuendos.
- Appropriate headgear may be worn for warmth and protection outdoors, and inside for religious reasons or special circumstances.
- Shoes must be worn at all times in case of emergency evacuation.
- During the winter and wet months, students are requested to keep a separate pair of indoor shoes at school at all times.
- Flip flops and sandals that cannot be securely fastened are not permitted for safety reasons.
- Students should wear shoes that are securely fastened and that provide proper support for Daily Physical Activity.
- For Physical Education classes, students should wear closed toed shoes that are securely fastened and that provide proper protection and support.
- A violation of the dress code may require a change of clothing.
- Special circumstances will be considered on a case-by-case basis.

BEFORE AND AFTER SCHOOL CARE

The YMCA is a third party care provider and offers before and after school care for children. At our school, the program starts at 7:00 a.m. and ends at 6:00 p.m. During this time, there are planned activities ranging from games, puzzles, art and crafts, and outside play. A nutritious snack is provided. For more information and to register, please call the YMCA Child Care Office at 905-317-4916.

SCHOOL CASH ONLINE

School Cash Online provides an easy way to pay for school activities and excursions. Visit the home page at <https://hwdsb.schoolcashonline.com> and select the “Get Started Today” option. Please contact (toll-free): Parent Help Desk: 1-866-961-1803 or email: parenthelp@schoolcashonline.com if you need assistance. This access number will remain the same for your child’s HWDSB school career.

COOTES PARADISE ELEMENTARY SCHOOL LIFE-THREATENING ALLERGY PLAN

Cootes Paradise School staff, students and community support the safety of all students. To that end, the following policy/guidelines based on Hamilton-Wentworth District School Board’s Anaphylaxis Policy 7.09 will be followed.

Food will be eaten in classrooms. There is no eating in the hallways, washrooms or outside.

The hand washing/sanitizing policy will be promoted with everyone in the building as a daily part of life.

When parents of children with life threatening allergies bring in a medical form signed by the child’s doctor indicating that their child has a life threatening food allergy, the following procedure will occur:

- That form will be placed in the child’s OSR and a copy given to the classroom teacher who will place a copy in the occasional teacher package
- The child will have a written **Anaphylactic Management Plan** put in place. Teachers will post this plan in their classroom, in their occasional teacher plans and a copy will be kept in the office area
- For students who bring items that may contain nuts to school, they will be directed to not consume these at school and items will be safely disposed of or sent home with the student at 3:20 p.m.

Cootes Paradise School Hand Washing Policy

Frequent hand washing has been shown to be highly effective in controlling the spread of infectious diseases.

Expectation:

Everyone should wash/sanitize his or her hands:

- Before and after handling food
- After washroom use
- As necessary to control the spread of infections

Epipens

For each child who is medically prescribed an epipen, the school will:

- Develop an **Anaphylactic Management Plan**, including Emergency Procedures for each identified anaphylactic student
- Request a minimum of 2 epinephrine auto-injectors be available for each student, if possible (one for the student to wear, as it identifies that child is anaphylactic, and one to be kept at the office)
- Encourage parents to have their child wear a MedicAlert or equivalent means of identification to reduce risk
- **Request parents to provide a safe means for their child to carry their Epinephrine auto-injector on their person (e.g. epi-belt, fanny pack, etc.)**
- Send all prescribed medication home at the end of the school year
- Train staff annually on the proper use of epipens